

Comparisons of Job Characteristics

Focus Occupation: Office Clerks, General (43-9061)

Associated Occupation: Production, Planning, and Expediting Clerks (43-5061)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 68

Focus Occupation: Office Clerks, General (43-9061)

Associated Occupation: Production, Planning, and Expediting Clerks (43-5061)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Production and Processing	6.0	14.6	1.5	<<	Extensive education and/or training may be required
Computers and Electronics	8.4	13.7	8.8	<<	Extensive education and/or training may be required
Customer and Personal Service	11.3	13.4	14.7	0	Current knowledge level may be sufficient
Administration and Management	8.4	12.7	5.8	<<	Extensive education and/or training may be required
Clerical	7.3	12.6	20.8	>>	Current knowledge level is likely more than sufficient
Mathematics	9.2	11.4	7.8	<<	Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 93

Focus Occupation: Office Clerks, General (43-9061)

Associated Occupation: Production, Planning, and Expediting Clerks (43-5061)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Reading Comprehension	10.7	13.2	11.5	<	A higher skill level may be required
Time Management	8.9	10.3	8.6	<	A higher skill level may be required
Negotiation	6.8	8.3	6.2	<<	Extensive development of skills in this area may be required
Management of Material Resources	3.7	5.2	4.2	<	A higher skill level may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities		Similarity of Focus Occupation to Associated Occupation: 95			
Focus Occupation: Office Clerks, General (43-9061) Associated Occupation: Production, Planning, and Expediting Clerks (43-5061)					
Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Oral Comprehension	12.5	12.5	12.2	0	Current ability level may be sufficient
Written Comprehension	11.0	12.3	10.4	<	Some improvement in abilities may be required
Written Expression	9.8	11.6	9.8	<	Some improvement in abilities may be required
Near Vision	11.1	11.2	10.0	<	Some improvement in abilities may be required
Speech Recognition	9.9	10.1	10.3	0	Current ability level may be sufficient
Number Facility	6.3	7.0	7.1	0	Current ability level may be sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common		Similarity of Focus Occupation to Associated Occupation: 71
Focus Occupation: Office Clerks, General (43-9061) Associated Occupation: Production, Planning, and Expediting Clerks (43-5061)		
Work Activities	Exclusivity of Activity	
Direct and coordinate activities of workers or staff	3	
Examine documents for completeness, accuracy, or conformance to standards	64	
Fill out business or government forms	42	
Maintain inventory of office forms	71	
Maintain records, reports, or files	5	
Manage inventories or supplies	72	
Operate business machines	68	
Provide customer service	14	
Use computers to enter, access or retrieve data	3	
Use oral or written communication techniques	1	

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common

Similarity of Focus
Occupation to Associated
Occupation: 72

Focus Occupation: Office Clerks, General (43-9061)

Associated Occupation: Production, Planning, and Expediting Clerks (43-5061)

Tools and Technologies	Exclusivity
Business function specific software	1
Computer data input devices	2
Computers	1
Content authoring and editing software	1
Data management and query software	1
Finance accounting and enterprise resource planning ERP software	2
Information exchange software	1

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.